

## LOC Clarifications Memorandum

---

**To:** Solicited Vendors for Letter of Configuration (LOC) Number 39409, dated December 22, 2011 for the Mississippi Secretary of State's Office (MSOS)

**From:** Craig P. Orgeron, Ph.D.

**Date:** January 24, 2012

**Subject:** Clarifications to Specifications

**Contact Name:** Ravaughn Robinson

**Contact Phone Number:** 601-432-8170

**Contact E-mail Address:** [Ravaughn.Robinson@its.ms.gov](mailto:Ravaughn.Robinson@its.ms.gov)

---

### LOC Number 39409 is hereby amended as follows:

1. **Page 3, Item 4.3 is hereby amended to read as follows:** “MSOS intends to pilot the proposed solution ~~during the 2012 Presidential primary elections on March 13, 2012~~ on July 31, 2012.”
2. **Page 19, Item 17.1 is hereby amended to read as follows:”** Vendor must deliver the response to Ravaughn Robinson at ITS no later than Thursday, ~~January 12~~ **February 16, 2012, at 3:00 P.M. (Central Time).** Responses may be delivered by hand, via regular mail, overnight delivery, e-mail, or by fax. Fax number is (601) 713-6380. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF PROPOSALS. It is solely the responsibility of the Vendor that proposals reach ITS on time. Vendors should contact Ravaughn Robinson to verify the receipt of their proposals. Proposals received after the deadline will be rejected.
3. **Section 18 VENDOR QUALIFICATIONS has been added:**
  - 18.1 The Vendor must provide a description of his organization with sufficient information to substantiate proven experience in the products and services being requested in this LOC. Information to be specified includes but is not limited to:
    - 18.1.1 The location of its principal office and the number of executive and professional personnel employed at this office;

- 18.1.2 The number of years the Vendor has been in business;
- 18.1.3 The number of years the Vendor has been providing the solution and/or services being proposed;
- 18.1.4 The Vendor's relationship to any parent firms, sister firms, or subsidiaries; and
- 18.1.5 Disclosure of any company restructuring, mergers, and acquisitions over the past 3 years that have impacted any products the Vendor has included in this proposal.
- 18.2 Vendor must disclose any sub-contractors who will be partnering with them to provide any part of the proposed solution (for example, sub-contractor XYZ will provide implementation services).
- 18.3 Vendor must provide an organizational chart identifying personnel proposed for the project and the chain of command inside the Vendor's organization for that designated staff.
- 18.4 Vendor must state relationships and list mutual clients it has with ES&S (formerly Premier) if any. Additional consideration may be given for Vendors that have relationships and mutual clients with ES&S.
- 18.5 Vendor must describe its previous experience developing content for ES&S (formerly Premier) if any. Additional consideration may be given for Vendors that have previous experience developing content for ES&S.
- 18.6 Vendor must have experience working with governmental states and counties. This detail must include:
  - 18.6.1 A list of the states and counties; and
  - 18.6.2 A description of the Vendor's experience working with the largest three (3) counties and states listed in Item 18.6.1.
- 18.7 Vendor must submit a preliminary project work plan (that minimally includes tasks, estimated starting and ending dates, and project resources) using either Microsoft Project or Gantt chart format with their proposal submission.

**4. Section 19 GENERAL REQUIREMENTS has been added:**

- 19.1 The proposed solution must be available July 31, 2012.
- 19.2 MSOS will purchase or use existing hardware to host the system. The Vendor must furnish: (1) Minimum server, computer/PC system, and browser

technical specifications, and (2) Recommended server, computer/PC system, and browser technical specifications for the proposed system.

Vendor must include in their proposal a response to each amended requirement as listed above.

**The Procurement Project Schedule is hereby amended as follows:**

<b>Task</b>	<b>Date</b>
Proposals Due	Thursday, <del>January 19</del> , February 16, 2012
Proposal Evaluation	Thursday, <del>January 19</del> February 16 – Wednesday, <del>January 25</del> March 7, 2012
Vendor Demonstrations (optional)	Monday, <del>January 23</del> March 5, 2012
Notification of Award	Thursday, <del>January 26</del> March 8, 2012
Contract Negotiations	Thursday, <del>January 26</del> March 8– Wednesday, <del>February 15</del> March 28, 2012
Pilot “Go-live”	Tuesday, <del>March 13</del> , July 31, 2012

LOC responses are due February 16, 2012, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Ravaughn Robinson at 601-432-8170 or via email at Ravaughn.Robinson@its.ms.gov.

cc: ITS Project File Number 39409